

Quick Start Guide

Log In

1. Open a web browser and enter <https://oas.ctb.com> for TABE Online Test Administration Site.
2. On Login page, enter User Name and Password.
3. Click **Submit**.
4. **First-time user:** Change password. Enter current password, then enter new password (at least 6 letters and numbers; no spaces or special characters).
5. Enter new password in **Confirm Password** box.
6. In **Hint Question** box, select hint question and type answer.
7. Click **Submit**.

Set Up Test Sessions

First-time test takers are strongly encouraged to view the **TABE Tutorial** to ensure valid scores.

1. Click **Schedule Test**.
2. Choose a test from the **Test Group** drop-down menu. The Tests table will refresh.
3. Click **circle** next to test or tutorial to select test. (**Locator** test is chosen by default. Click to uncheck if not needed.)
4. Read User Guide Chapter 2 for complete information about **required student test access codes**.
5. Click **Modify Test** (if available) to change the available subtests and order of subtests. Click **Done**.
6. Click **Next**.

Select Test Settings

1. Scroll down to **Options**.
Uniquely name **Test Session**, specify **Start date/End date**, select **Start time/End time**, select **Time zone**, and specify **Test location**.
2. Click **Add Students**, or skip to step 7.
3. Select an **Organization** to display students.
4. Click **Add All Students** or click checkboxes in **Select** column.
5. Click **Update Total**.
6. Click **OK**.
7. Click **Next**.

Print Test Session Documents

Click **Individual Test Ticket** or **Summary Test Ticket** link to view and print PDF (Adobe Acrobat Reader v.7 or higher).

Install Software/Download Content

Please read User Guide Chapter 3 or **Installation Guide** for complete instructions.

Rapid Registration (add student to database and to test session)

1. Click **circle** to select **Test Session**.
2. Click **Register Student**.
Click **Search** on Find Student tab to list all students already in database **OR**
Enter search criteria and click **Search**.
3. If student is not listed, click **Add Student** tab. Enter information.
4. If needed, modify test for this student only. Click **Next**.
5. Print Individual Test Ticket. Click **Finish**.

Quick Start Guide (continued)

Add Student (add student to database)

1. Click **Add Student** link.
2. Complete the student form.
3. Read User Guide Chapter 6 for complete information about student accommodations.
4. Click **Save**.

View/Edit/Delete Student

1. Click **Find Student**.
2. On **Student Profile Tab** click **Search** to list all students
OR
Enter or select search criteria and click **Search**.
OR
Click **Organization** tab.
Click links to reach specific site in Organization table.
Click **circle** next to targeted site.
3. Click **circle** next to selected name.
4. Click **View, Edit, or Delete**.

View Test Session

1. Click **circle** next to **Test Session** name.
2. Click **View Status**.
3. Click **Refresh List** to update student progress during testing sessions.
4. Select student.
5. Click **View Details**.

View Reports

1. Click **Reports** on the navigation bar.
2. Select and click the report link.
3. Choose report parameters.
4. Click **Print Version** for printing or saving purposes.

Add User

1. Click **Add User** link.
2. Complete the user form (valid e-mail address is requested).
3. Click **Save**.

View/Edit/Delete User

1. Click **Find User**.
Click **list of users** link and click name.
OR
Use the **Search Table** to enter criteria. Click **Submit** and click a name.
OR
Use the **Hierarchy Assignment Table** by clicking the circle next to a name.
2. Click user's name to view user form.
3. Scroll down to edit or delete record or change user's password.

Change User Password

1. **Find User**.
2. Click **Submit**.
3. Click **Change Password/Hint** on user profile.
4. Enter new password and confirm.
5. Click **Submit**.